

2019 Home Show Topsfield Quick Facts	Deadlines
<p><b>SHOW HOURS:</b>  Friday, April 26th                    2:00 pm - 8:00 pm  Saturday, April 27th                10:00 am - 8:00 pm  Sunday, April 28th                   10:00 am - 5:00 pm</p>	
<p><b>MOVE-IN:</b>  Thursday, April 25th                10:00 am - 7:00 pm  Friday, April 26th                    8:00 am - 12:00 pm</p>	<p>**Must be set-up by  Noon on Friday!</p>
<p><b>MOVE-OUT:</b>  Sunday, April 28th                   5:00 pm - 10:00 pm</p>	<p>**All items must be removed  from exhibit hall by 10pm Sunday!</p>
<p><b>SHOW MANAGEMENT:</b>  <b>Castle Events</b>  Phone: (508) 823-0389  18 Juniper Hill Drive  Raynham, MA 02767  Fax: (508) 822-1292  <a href="http://www.HomeShowTopsfield.com">www.HomeShowTopsfield.com</a></p> <p><b>Contacts:</b>  <b>Rich Castiglione</b> - President &amp; CEO  E-Mail: <a href="mailto:richcastig@comcast.net">richcastig@comcast.net</a>  <b>Jeanne Castiglione</b> - Vice President  E-Mail: <a href="mailto:jeannecastiglione@comcast.net">jeannecastiglione@comcast.net</a>  <b>John Pulsifer</b> - Sales Director  E-Mail: <a href="mailto:prinrec@comcast.net">prinrec@comcast.net</a>  <b>Brittany Mastroianni</b> - Operations Manager  E-Mail: <a href="mailto:BrittanyLMastro@gmail.com">BrittanyLMastro@gmail.com</a></p>	
<p><b>Exhibitor Service Contractors:</b>  <b>Capital Convention Contractors</b>  <i>(Freight, Electrical, Labor, Carpet, Furniture, etc.)</i>  Phone: (877) 335-3700  Fax: (508) 481-1150  E-Mail: <a href="mailto:help@capitalconventions.com">help@capitalconventions.com</a>  <a href="http://www.CapitalConventions.com">www.CapitalConventions.com</a></p> <p><i>**Carpeting is required for this event and must be provided at exhibitor's expense. Exhibiting companies may provide their own or order through Capital Conventions.</i></p>	<p><b>Advanced Discount  Orders to be sent to  Capital Conventions by  Friday, April 12th  Deadline!</b></p>
<p><b>Exhibitor Registration:</b>  Each exhibiting company will receive (5) Exhibitor Badges to be reused throughout the duration of the event. Please advise workers to return badges to exhibitor registration when their shift is over so they can be redistributed to your next crew. Exhibitor Badges are transferable between employees. Once these badges are gone, anyone requesting a badge will be treated as an attendee and charged an admission fee (Adults - \$6.00).</p> <p><b>Please return your completed Exhibitor Badge Order Form by Friday, April 12th to Jeanne Castiglione at <a href="mailto:jeannecastiglione@comcast.net">jeannecastiglione@comcast.net</a> or by fax to (508) 822-1292.</b></p>	<p><b>Due by Friday,  April 12th to  Castle Events!</b></p>
<p><b>ELECTRICAL - CAPITAL CONVENTION CONTRACTORS</b>  (See Contact info for Capital Convention above)  Electrical Order Form &amp; Credit Card Authorization Form is available in this manual and online at <a href="http://www.HomeShowTopsfield.com">www.HomeShowTopsfield.com</a> in the Capital Convention Manual.  <b>**Exhibitors are responsible for supplying their own extension cords and power strips.**</b>  <b>Advanced Discount Orders to be sent to Capital Convention by Friday, April 12th Deadline!</b></p>	<p><b>Advanced Discount  Orders to be sent to  Capital Conventions by  Friday, April 12th  Deadline!</b></p>

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<p><b>Temporary Food Service Permit:</b>            If you are planning on handing out any food samples, please complete the <i>Town of Topsfield Temporary Food Service Application</i> and <i>mail</i> with a <b>\$50.00</b> check made payable to "Town of Topsfield", to <i>Castle Events, 18 Juniper Hill Drive, Raynham, MA 02767</i> by <b>Friday, March 29th</b> to avoid any late fees.</p>	<p style="text-align: center;"><b>Due by            Friday, March 29th to            Castle Events!</b></p>
<p><b>Vendor Tax ID Form:</b>            The Mass Department of Revenue requires a list of all exhibitor's Tax ID Information upon the conclusion of the event.</p> <p>Please return your completed Vendor Tax ID Form by Friday, April 12th to Jeanne Castiglione at <a href="mailto:jeannecastiglione@comcast.net">jeannecastiglione@comcast.net</a> or by fax to (508) 822-1292.</p>	<p style="text-align: center;"><b>Due by            Friday, April 12th to            Castle Events!</b></p>